

Work Order Maintenance:

Add or Delete a Work Order

Objective

Add a New Work Order

Delete a Work Order

Adding a New Work Order

Depending on security access, a new work order can be added to a contract in HiCAMS.

Certain staff members in the Central Construction Unit add new work orders to the system.

To add a new work order, perform the following steps:

- Step 1:** Log onto HiCAMS, using the instructions in the section “HiCAMS Getting Started.”
- Step 2:** Select **Functions→Work Order Maintenance→Add Work Order**.

The Add Work Order window appears:

Work Order	Federal Aid Number
8 1501501	STPNHF-59-1(27)

- Step 3:** Click the book icon to the right of the Contract field.



The Contract Selection window appears:

Contract	Work Order	TIP Number	Description	Contractor
C102994	81500605	U-2003AA	GRADING, DRAINAGE, PAVING, PYMT MARKING	ADAMS CONSTRUCTION
C103030	6499004T	I-303G	GRADING, DRAINAGE, PAVING, SIGNING, PAVE	ADAMS CONSTRUCTION
C103144	8T470402	I-304C	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION
C103339	8T491804	I-303E	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION
C103340	81501201	U-2504	COMPUTERIZED TRAFFIC SIGNALS. VARIOUS	ADAMS CONSTRUCTION
C103357	8T500310	I-304D	WIDENING, GRADING, DRAINAGE, PAVING, SIG	ADAMS CONSTRUCTION

Tip: The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.

Step 4: To display only those contracts with a particular status, select the desired choice from the list box in the Status field. By default, the contracts displayed in the window are those associated with your office.

Step 5: To select a contract from another location, select it from the list box in the Location field.

Tip: You can also choose the option All, to display all available contracts that have been authorized or activated.

Step 6: Find the contract to select from the list in the window, using the scroll bar, if necessary.

Step 7: Click **OK**.

The **Add Work Order** window displays; the work order numbers associated with the contract selected appears:

Step 8: Click the **Insert** button on the toolbar.



A blank line appears at the bottom of the list of work orders in the window.

Step 9: Type the new Work Order number in the Work Order field.

Step 10: If the work order is a federal work order, type the Federal Aid number in the Federal Aid field.

Note: *The system will not allow you to add a federal work order to a contract that is classified as non-federal.*

*Non-federal contracts are defined as those contracts containing **no** federal work orders.*

If you must add a work order with a Federal Aid Number to a non-federal contract, due to sub-contract stipulations or other situations, ask someone in the DOT MIS Department to add the work order for you.

Step 11: Click the **Save** button on the toolbar.



The new work order is added to the HiCAMS system.

Deleting a New Work Order

Depending on security access, a new work order can be deleted from a contract in HiCAMS, provided that:

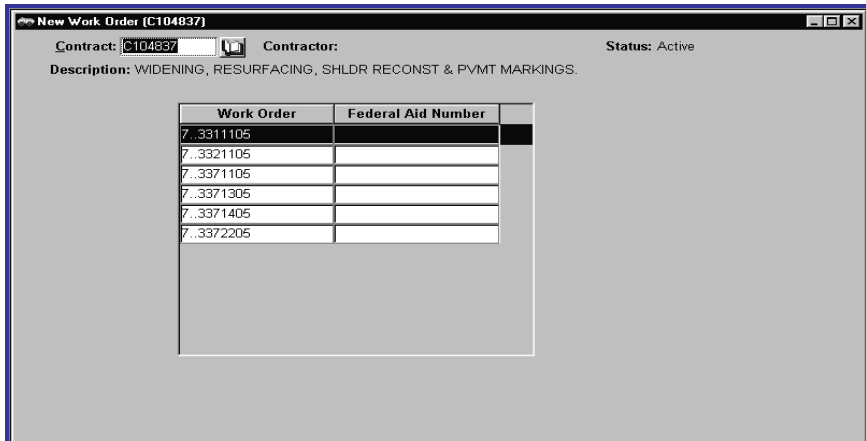
- ◆ The newly added work order to the HiCAMS system has not yet been *saved*.
- ◆ The work order has been *saved* to the HiCAMS system but no contract Line Items have been associated with it.

Only certain staff members in the Central Construction Unit can delete new work orders from the system.

To delete a new work order, do the following:

- Step 1:** Log onto HiCAMS, using the instructions in the section “HiCAMS Getting Started.”
- Step 2:** Access the New Work Order window and select a contract to delete a new work order, using the instructions in the section “*Adding a New Work Order*” on page 1.

The New Work Order window appears:



Work Order	Federal Aid Number
7..3311105	
7..3321105	
7..3371105	
7..3371305	
7..3371405	
7..3372205	

Step 3: Select the work order to delete.

Step 4: Click the **Delete** button on the toolbar.



Note: A new work order that has been saved to the HiCAMS system and that has contract Line Items associated with it cannot be deleted.

A confirmation box appears, requesting confirmation to delete the work order.

Step 5: Click **Yes**.

Step 6: Click the **Save** button on the toolbar.



The new work order is deleted from the HiCAMS system.